George Holmes Bixby Memorial Library Board of Trustees Meeting Minutes December 3, 2015

In Attendance: Deborah Rogers, Chair; Elizabeth Hunter Lavallee, Treasurer; Robin M. Haubrich, Secretary; Janet Hicks, Trustee; Paul Lawrence, Trustee; Carol Brock, Head Librarian; Mary Farrell, Children's Librarian; Mark Pitman, Alternate Trustee

Member(s) of the Public: No members of the public were present. Meeting convened at 6:08 pm.

1. Minutes

a. It was moved, seconded and approved to accept the November 5, 2015 minutes as presented.

2. Librarians' Reports

- a. Carol discussed the monthly statistics for November, stating they reflected better than normal activity for this time of year.
- b. The budget-to-actuals report from the town was discussed. Carol will question the town administrator over some totals.
- c. The NHPR promotion for NH public libraries was discussed. It was agreed this would be a good effort for the library to support. L. Jennings Rancourt's email quoted the first run of sponsorship is 13 10-second spots for \$43 a piece. Mark Pitman's generous offer to pay this fee was accepted. Elizabeth and Carol will take action to complete the process.
- d. End caps for the stacks were in place and the books displayed in them had received attention.
- e. Carol is in the process of arranging distribution of the results of the 100 Mitten project. The Monadnock Area Transitional Shelter and the Grapevine will receive the mittens. The newspapers will be contacted to cover the event.
- f. A filter in the geothermal system needs replacing and Jamie Pike, the town administrator, will arrange to get the correct filter and take care of its installation. The staff and board were reminded to refer any questions regarding this system to the town administrator or a member of the selectboard.
- g. Carol asked that the monthly board meeting time remain at 6pm, and the board agreed.
- h. Mary reported several flying squirrels have taken up housekeeping in the attic. Paul will set out traps.
- i. Mary reported that programs for toddlers and after-school children have begun.
- j. The NH prison system is building a book browser under Mary's direction.
- k. Mary is working on buying "Current Maker Kit" electronic circuit building sets at a good price.

3. Treasurer's Report

- a. Elizabeth reported we remain in good financial condition, as per the files she emailed to the board.
- b. The treasurer's report was moved, seconded and approved to be accepted as presented.
- c. Everyone is encouraged to attend the next meeting with Waddell & Reed on December 9th at 1pm.
- d. The Francestown Academy's donation of \$250.00 will be used for the summer reading program.

4. Old Business

- a. The Friends of the Library and the Garden Club are unable at this time to help with the south side landscaping. Deb presented the cost of various landscaping solutions for that area. She will contact Joe Valentine to ask for a landscape design solution; upon receipt, an estimate can be obtained.
- b. Jan reported that John Arnold would like to review the Harwood will to verify the appropriateness of using the Hardwood Fund for the purchase of a granite table and benches.
- c. Paul recounted the 11/30/15 Board of Selectmen meeting regarding the geothermal system in the library. He noted it was stressed in Blake Equipment's review that without repair, the system is in great

danger of failing. Joe Patenaude will come to review our system to give a solid proposal of a solution. Deb will notify the town administrator and the selectboard that any questions from the public regarding this system will be referred to them, as its repair is town responsibility. They will be asked for an emergency contact in case of a heating failure. The librarians were told to close the library in the event there was no heat, posting a notice on the door.

- d. Paul will contact Steve Miller and Bub Rokes for a referral of someone that will repair the downstairs bathroom, perhaps accepting a retainer.
- e. Jan reported that to complete the dissolution of the Foundation a final financial statement needed to be filed. Jan has done this and is waiting for verification from the state.
- f. Deb suggested that in light of the town's tight budget, our funds could be used to cover the ~\$15,000.00 cost of the restoration of 19 windows by Greg Cope. Elizabeth stated this would deplete our memorial building fund and reduce our checking account to \$1,000.00. A motion was moved and approved to discuss this item. After discussion, it was voted to earmark funds (\$14,800.00) for the restoration of 19 windows (restoration, dead plates and locks) It was noted that since private funds are to be used, it is not necessary to put this out to bid. Deb will notify Greg Cope of our decision.
- g. Various potential uses of the Hardwood Fund were discussed. Jan noted a release would be needed from John Arnold to use this fund for windows or granite table and benches.

5. New Business

a. Deb heard about banks having a community grant program and Elizabeth will investigate it at the state level and we will proceed from there.

6. Public Comment

a. There was no public comment.

7. Adjournment:

a. A motion was moved, and seconded and approved to adjourn at 7:47 PM.

Next Meeting: January 7, 2016 at 6 PM.

Respectfully submitted, Robin M. Haubrich, Secretary